



**SFA INTRANET**

**Content Management**

**1. Please indicate what you would like to do from the choices below:**

Submit Initial Content      Modify/Delete Current Content      Add New/Additional Content

**2. Please complete the information below:**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SFA Email Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

General Manager/Director: \_\_\_\_\_

Building: \_\_\_\_\_

**3. Please check the correct Channel/Area below:**

Employee Services

Students Channel

Ombudsman

Analysis

SFA University

Schools Channel

CFO

Human Resources

SFA Communications

Financial Partners

CIO

Acquisitions

Other \_\_\_\_\_

**Content Item Name:** (Provide link to item if possible)

**Priority:**

High – Critical to the site. Completed prior to other requests or releases

**Description of Content:** (Brief summary)

Medium – Important site content. Completed in a reasonable time frame after releases/high priority requests.

Low – Not critical to site objective. Completed in a reasonable time frame after releases and any high/medium priority requests.

**4. Indicate format of attached file(s).** Indicate total number of pages \_\_\_\_\_

MS Word

Powerpoint

Excel

PDF

Other \_\_\_\_\_

Note any additional requirements? (e.g. graphics, indices, navigation, links, archive list, etc.)

**5. If initial or new content, where does it go? If modification/deletion of content, where is it currently located?** (e.g. on what page, between which links, what channel or subset?)

**6. Why is the content being added/modified/deleted?**

For questions regarding this request please contact \_\_\_\_\_ at \_\_\_\_\_